

AMENDMENT #2 TO RFP 52PAPT0501001

The purpose of this Amendment to Solicitation 52PAPT0501001 is to: (1) extend the date of the responses and change the point of contact(s), and (2) incorporate revisions to the Solicitation.

(1) Amendment #2 hereby amends the response date to November 30, 2004, and amends the contact information replacing Brendon J. Johnson with Susan Messina.

(2) A revised Request for Proposal has been posted which reflects the following changes:

(A) Under INSTRUCTION TO OFFERS, the second and third to last sentences are hereby amended to read as follows, "Responses shall be delivered via email to Kathy.sanpietro@uspto.gov, cc susan.messina@uspto.gov, no later than November 30, 2004. The point of contact for information regarding this solicitation is Kathy San Pietro on 703-305-8021.

(B) Under INSTRUCTION TO OFFERS, the 5th to last sentence is hereby deleted. The sentence previously read, "The limit of information pertaining to this solicitation is a maximum of 20 pages, excluding the cover page, Table of Contents, Resumes, and copy of Offeror Representation and Certifications – Commercial Items."

(C) Under INSTRUCTION TO OFFERS, sentences 10 through 21 are hereby deleted. These sentences begin with the 10th reading, "In addition to the provisions of 52.212-1 "Instructions to Offerors-Commerical Item", all offerors must submit the following technical, past performance, and price information with their quotation," and they end with the 21st sentence reading, "Technical and past performance, when combined, are significantly more important than price." This information is hereby deleted and amended to read:

INSTRUCTIONS FOR SUBMISSION OF TECHNICAL PROPOSAL

The offeror shall submit a narrative proposal that does not exceed twenty-five (25) pages in length (excluding cover sheet, table of contents, resumes of proposed personnel, and certifications and representations), with the following sections (and subsections as the offeror sees fit):

Section 1 – Staffing Plan

Section 2 – Management Capability

Section 3 – Experience/Past Performance

Section 4 – Preventive Health Services

Section 5 – Price

Proposals should address how the offered services can meet all the requirements delineated in Section C, Description/Specification/Work Statement. Offerors shall read the solicitation, and particularly Section C, carefully, and address the requirements with the evaluation factors in mind (see Evaluation Factors for Award, FAR 52.212-2, below). In Section 3 of the proposal, the Offeror shall provide a point of contact, contract title, contract number, period of performance, dollar amount and description of work performed for the same or similar type services. Offeror shall demonstrate through past

work performance its capability to perform the requirements listed in the Statement of Work.

Prices for the services described in this RFP shall be submitted in the format shown in the section entitled "Contract Line Item Numbers (CLIN)". Offerors shall break down each CLIN by unit price and total price on a monthly basis for each contract period. Offerors shall include the cost for medications, medical supplies, and other direct costs for this requirement in their firm fixed price for each Contract Line Item Number (CLIN). Offerors shall include a completed copy of the provision at 52.212-3, "Offeror Representations and Certifications – Commercial Items" in Section 5 of their proposal."

Proposals shall be submitted via email to kathy.sanpietro@uspto.gov no later than 2:30 p.m., local time, on November 30, 2004.

EVALUATION FACTORS FOR AWARD

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following four technical factors (with corresponding subfactors) shall be used to evaluate offers:

1. Staffing Plan

This factor includes the number of trained persons to be assigned to each location.
The plan for replacement and training of staff (i.e., to cope with staff turnover).
The capacity to provide staff on short notice (i.e., cope with absenteeism).
The capability of obtaining laboratory tests and or specialized consultation as needed.
The capability of staff to deal with medical emergencies.
The capacity to provide initial counseling, diagnoses, and referral in cases of emotional or psychiatric illness, drug dependence, etc.

2. Management Capability

This includes the capability to coordinate health services at multiple locations.
Ability to schedule physician's time for maximum advantage at all locations.
Retention of current Health Unit employees.

3. Experience/Past Performance

This factor includes the experience of the Offeror and/or key staff members in an industrial or occupational health environment for other agencies or companies as demonstrated in their resumes and other information.
Successful delivery of occupational health services to other employing agencies.
Maintenance of a positive working relationship with those agencies.
Customer satisfaction with contractor performance

4. Preventive Health Services

This factor evaluates the commitment of the Offeror to provide preventive medical screenings. The Government will give credit under this factor to an Offeror who proposes one or more additional medical screening programs, examples provided below, as well as other additional medical screenings or educational programs that the Offeror will conduct if selected as the Contractor:

Blood profile screening
Chest X-ray
Pap Smear
Mammography

The four factors above are listed in descending order of importance with Factor 2 being equal in importance to Factor 3. Under each of the four factors, the subfactors are also listed in descending order of importance.

The technical factors (1 through 4, above) are more important than price/cost.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

EVALUATION PANEL - An evaluation team consisting of Government personnel will be convened to review and evaluate the technical proposal.

BASIS OF AWARD - Proposals which do not conform to all requirements and/or do not address all the evaluation factors outlined above will be rejected without further consideration.

Award will be made to the responsible offeror who satisfies all requirements and whose proposal is determined to offer the greatest value and most advantage to the Government. The source selection decision shall be based on a comparative assessment of proposals against all source selection criteria in the solicitation.